

# Baby Sitter's Emergency Instructions

FIRE

**Evacuate Immediately** – In case of fire evacuate the children and yourself immediately. Go to the neighbors house and call 911 to report the fire. Return to the family's assembly point at \_\_\_\_\_ and wait for the fire department. After ensuring the fire department that everyone is out of the house and safe, go back to the neighbor's house and attempt to contact us at the number listed on the next page. You may then stay at the neighbors house if invited to do so.

EARTHQUAKE

**Drop, Cover, and Hold.** Announce to the children "Earthquake" and then take cover beneath a sturdy piece of furniture or along an interior wall. If you are unfamiliar with this procedure, ask the parents to instruct you. The older children are trained on what to do. It is important that you protect yourself so you can help the children following the earthquake. If you get hurt there is no one to help the children.

After the shaking stops, check for injuries and damage to the house. If you smell smoke or gas (rotten egg smell), evacuate everyone immediately and call 911 from the neighbor's house. Next, attempt to contact us for instructions at the number on the next page. If you are unsuccessful in telephoning us, call the out-of-area contact number (next page) and let them know where you are, how everyone is, and what you plan to do.

EVACUATION

In the unlikely event you are forced to evacuate the house, due to an unsafe event in the neighborhood (hazardous material spill, etc.), follow the directions of authorities who may be ordering the evacuation. If left to evacuate without other instructions, take the children to the following location and attempt to contact us at the number below. If you are unable to contact us, wait for us to find you.

---

---

MEDICAL EMERGENCY

**Call 911 Immediately.** If you encounter a serious medical emergency involving yourself or the children, do not hesitate to call 911. If you are able, unlock the door so the medics have immediate access in the event you are later engaged in giving first aid.

Threatening Events

**Call 911 Immediately.** Other potentially life threatening events may come about from any number of things. If in doubt – call 911.

Parent(s) Injury or Detainment

If you are notified that I/we have been seriously injured and are hospitalized, or are unable to return home for any reason, contact the next of kin listed on the next page. Follow their instructions on what to do. Notify your parents of the situation.

**Special Instructions:** (Children's names, prescriptions, allergies, medical information, and other important instructions not listed elsewhere)

**KEY PHONE NUMBERS AND OTHER IMPORTANT INFORMATION**

**911 Information:**

The address here is:

The phone number here is:

**Remain calm. Stay on the telephone and answer all questions. Follow any directions given to you by the 911 operator.**

	<b>Name/Location</b>	<b>Phone Number</b>
Location of Parent(s)		
Family Doctor		
Local Hospital		
Ambulance		
Health Insurance Info		Policy #:
Next of Kin		
Location of First Aid/ Disaster Supplies Kit		
Out of Area Contact		
Fire Assembly Point		
Community Reassembly Point		

**I have read and understand the emergency procedures above. In case of an emergency, I will carry out these instructions to the best of my ability.**

\_\_\_\_\_  
Signature